



## Navajo County Public Works Department

July 16, 2013

To all Eligible Bidders and Plan Holders:

RE: **ADDENDUM # 1, REQUEST FOR QUALIFICATION #B13-06-021 FOR CONSTRUCTION MANAGER-AT-RISK PROJECT FOR CONSTRUCTION OF A NEW PUBLIC WORKS COMPLEX**

The following Clarifications and/or Changes have been made:

1. The third paragraph of Page 3, Navajo County Notice of Request for Qualifications, second to the last sentence has been revised to read:

The Original SOQ and **six copies (seven total)** must be submitted.

2. The first sentence of Section IV – Submittal Requirements has been revised to read:

Firms interested in the New Public Works Complex project must submit an SOQ which includes a one page letter of transmittal, plus a maximum of twelve single sided pages (minimum 10 pt. font) of response to address the SOQ criteria (excluding **table of contents**, resumes, **proof of A- or better surety company**, and **Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions**, but including an organization chart).

3. Individual pdf files of the Preliminary Architectural Plans identified in Appendix A of the RFQ can be located on the Navajo County Website:

<http://www.navajocountyaz.gov/finance/procurement.aspx>

Sincerely,

A handwritten signature in blue ink that reads "Jeanine Carruthers".

Jeanine Carruthers  
Deputy Director of Public Works Administration

NAVAJO COUNTY  
NOTICE OF REQUEST  
FOR QUALIFICATIONS  
#B13-06-021  
FOR CONSTRUCTION MANAGER-AT-RISK PROJECT  
For  
CONSTRUCTION OF A NEW PUBLIC WORKS COMPLEX

Notice is hereby given that Navajo County is requesting Statements of Qualifications (SOQ) for construction manager-at-risk firms to complete the construction of a new Public Works Complex in Holbrook, Arizona.

The Request for Qualifications (RFQ) is available from the Deputy Director of Public Works Administration, Navajo County Public Works Department, P.O. Box 668, Holbrook, AZ 86025, (928) 524-4100 or online at [www.navajocountyaz.gov](http://www.navajocountyaz.gov).

SOQ from firms or teams must be submitted in a sealed envelope. The RFQ number and the respondent's name and address should be clearly indicated on the outside of the envelope, to be delivered to the Clerk of the Board of Supervisors at the Navajo County Governmental Center, 100 E. Code Talkers Drive, Holbrook, AZ 86025, on or before **July 23, 2013 at 3:00 PM local Arizona time**. The original SOQ and ~~four-six~~ copies (~~five-seven~~ total) must be submitted. All SOQ will be opened and publicly verified at that time.

SOQ will be evaluated according to the criteria described in the RFQ, and a team or firm selected in accordance with Section 34-603 of the Arizona Revised Statutes to perform the work.

Navajo County reserves the right to reject any or all SOQ, or waive any informality in any SOQ. No respondent may withdraw its SOQ for sixty days after the date set for the opening thereof, and each respondent shall include as a team member an appropriately licensed contractor authorized to perform work in the State of Arizona

The County reserves the right to cancel the RFQ at any time.

Publish Date(s)  
Holbrook Tribune News: 06/26/2013 & 06/28/2013

- C. Experience of key personnel assigned to the project (**15 points**).
1. For each key person identified, provide a short resume of the person's professional qualifications and experience.
  2. Length of employment with your firm.
  3. Provide information on what role key personnel played on each of the four projects listed.
  4. Provide each key person's project role and availability for this project.
  5. Provide at least two references for each key person.
  6. List any proposed sub-consultants, their qualifications and their role in the project.
- D. Understanding of the project and approach to performing the required services (**30 points**).
1. Discuss the major issues your team has identified on this project and how you intend to address each issue.
  2. Describe your team's organization and project management approach during the construction phases of the project. Briefly describe systems to be used and team experience in planning, scheduling, estimating and managing of similar projects.
- E. Principal office and local participation (**15 Points**).
1. A strong local participation in this project is desired. Describe your firm's or team's, approach to maximize utilization of local resources, including local suppliers and equipment providers.
  2. Identify the team's principal office. Identify local staffing of your team, and the percentage of the work each will perform.
  3. Provide a subcontractor selection plan, indicating whether you will select subcontractors based on qualifications alone or on a combination of qualifications and price, local participation and affirming that you will not select subcontractors on the basis of price alone.
- F. Overall evaluation of the firm or team and its perceived ability to provide the required services (**10 Points**).

This is to be determined by the selection committee members. No submittal response is required.

#### **SECTION IV – SUBMITTAL REQUIREMENTS**

Firms interested in the **New Public Works Complex** project must submit an SOQ which includes a one page letter of transmittal, plus a maximum of twelve single sided pages (minimum 10 pt. font) of response to address the SOQ criteria (excluding table of contents,



resumes, proof of A- or better surety company, and Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions, but including an organization chart). Resumes for each key team member shall be limited to a maximum length of two pages, and should be included in an appendix at the end of the SOQ. **Please submit the original SOQ plus six copies (seven total) by 3:00 PM on July 23, 2013.**

All submittals shall be sent or delivered to:

**Clerk of the Board of Supervisors  
Navajo County Governmental Center  
100 E. Code Talkers Drive  
P.O. Box 668  
Holbrook, AZ 86025**

Please be advised that failure to comply with the following criteria may be grounds for disqualification and will be strictly enforced:

- Receipt of the SOQ by the specified time and date.
- The correct number of copies of the submittal.
- Adherence to the maximum page limit.
- Deposit of the submittal in the correct location.

All information in the SOQ shall be machine printed for legibility. Only signatures are to be handwritten. SOQ found to be illegible in the judgment of Navajo County will be rejected.

Navajo County reserves the right to reject any SOQ not properly signed. All SOQ marked as original shall include a transmittal letter signed by an authorized representative of the respondent in ink.

#### Fees and Pricing

Do not include any fees or pricing related to the project with the SOQ. However, after the award, the firm selected for the award shall submit and certify costs and pricing data in accordance with ARS § 34-603.

#### Integrity of SOQ

By submitting an SOQ, the respondent affirms:

- That it has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted SOQ.
- The submission of the SOQ did not involve collusive or other anti-competitive practices.
- The respondent shall not discriminate against any employee or application for employment in violation of any and all applicable law.

#### Mistake in SOQ

A respondent may withdraw the SOQ or correct any mistake by modifying the SOQ prior to the time and date set for receipt.